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SECTION IV

POST-BOARD ASSIGNMENT PROCEDURES

1. Per Section I, paragraph h(1), Officers, regardless of current assignment status, are required to register to ensure their PRD is accurate in NSIPS and RHS and report any discrepancies to their chain of command and to COMNAVRESFORCOM (N12) by 29 June 2007, if not resolved by their chain of command. Failure to do so may cause erroneous billet advertisement and loss of billet assignment. In the unlikely event that a billet is inadvertently filled by the Board that has an incumbent with tenure remaining (also known as a "Double Slate"), the billet will, in most cases, go to the newly selected Officer. This is necessary to validate the Pre-Board billet/PRD verification conducted by Reserve Echelon IVs and subordinate commands. When a "Double Slate" occurs COMNAVRESFORCOM (N1) will review the incumbent's assignment status for consideration of an alternate assignment. Officers who lose their assignment as a result of a "Double Slate" will be eligible for an alternate assignment using the Interim Fill process.

2. The Unfilled Billet List, formerly known as the Alternate Candidate List (ACL), is comprised of all assignments not filled by the FY08 APPLY Board and those assignments that were declined by Board selected Officers. Upon completion of the Board, COMNAVRESFORCOM (N12) will use Interim Fill assignments to fill any remaining vacancies and newly structured billets. All Post-Board Interim Fills, will be for 1 year or less (FY/CY08). The Unfilled Billet List will be posted to the APPLY website no earlier than 1 November 2007, but no later than 1 December 2007. Interim Fills of JAG Officer billets will be subject to final approval of the Assistant Deputy Judge Advocate General, acting for the Judge Advocate General, under the authority in section 806 of reference (m). Specific procedures for Post-Board Interim Fills follows:

a. Post-Board Interim Fill process. Supported Commands in coordination with Reserve Echelon IV commands (REDCOM/NAVAIRES/NAVOPSPTCEN) may request an Interim Fill for Post-Board vacancies using the procedures listed in this notice (following the sample in exhibit 6 of this notice). Requests for the placement of eligible Officers (registered via FY08 APPLY) into an Interim Fill assignment will be forwarded by the supporting Reserve Echelon IV to COMNAVRESFORCOM (N12) for assignment approval. Officers approved for Interim Fill assignments will be given a PRD of 30 November 2008. Specifically, Officers placed in Post-Board interim fill assignments will serve for FY08, after which, they will have to register for another billet assignment via the FY09 APPLY Board.

b. Eligibility. Officers that registered in APPLY are eligible for Interim Fills. Officers who are currently assigned to a valid Board selected billet with tenure remaining in FY08 are not eligible for reassignment to an Interim Fill assignment. Registration ensures the Officer's eligibility, however simply having registered or applied does not guarantee that a member will be assigned in pay. Eligible Officers interested in filling these billets are to contact the Supported Command OSO and/or supporting Reserve Echelon IV for consideration. Navy Supported Commands (OSO); together with Reserve Echelon IV commands (REDCOM/NAVAIRES/NAVOPSPTCEN) will be responsible for submitting Interim Fill requests on behalf of qualified, eligible

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Officers. COMNAVRESFORCOM (N1) will consider for approval all requests that have appropriate Supported Command and Reserve Echelon IV/V endorsements. Ultimately, it will be up to Supported Commands, together with Reserve Echelon IV commands, to recommend Officers that they deem best suited for 1 year Interim Fill assignments.

3. Post-Board Interim Fill Points of Contact for Reserve Officers

a. Officers interested in post Board interim fill opportunities can find specific contact information for REDCOM/NAVAIRES/NAVOPSPTCEN Manpower Officers by accessing the private side of the Navy Reserve web site at <https://navyreserve.navy.mil>. From the Private Site Welcome page, select "Find a Command" at the very top of the page, and then select "Commander, Navy Reserve Forces Command". From the COMNAVRESFORCOM Division Navigator page select "Find a Command" again and select the respective REDCOM/NAVAIRES/NAVOPSPTCEN. Navigate within the respective command's web page to the N1 contact information.

b. For a listing of supported command OSOs with contact information: From the Private Site "COMNAVRESFORCOM Division Navigator" menu centered in the middle of the webpage, select the "N3" pill-shaped radio button. Then on the left-hand side, under Operations Links, select the "OSO" link. Scroll down towards the bottom of the page and select the "OSO Contact List" link.

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SECTION V

MEMBERSHIP AND BOARD SUPPORT SELECTION GUIDANCE

NOTE: The convening authority will apply the following guidelines during the selection process of members for the National Command and Senior Officer (O5/O6) Non-Command Screening and Assignment Board.

1. Number of members. The Board should consist of an odd number of voting members. The duration and anticipated workload for the Board are factors that should be considered in determining the number of Board members. If a nominated member is unable to support the Board, an alternate member previously selected by COMNAVRESFORCOM will be appointed.
2. Representation. Voting members will be post-command Navy Reserve Officers with at least one Full Time Support (FTS)/US Navy (USN) Active Duty Officer. The convening authority may make exceptions to the post-command requirement if Staff Corps or female/minority representation with post-command experience is unavailable. Voting Board membership will represent a balance of minority, gender, and designators under consideration. Officers in the rank of O5, including Officers frocked to O6, can serve as voting member on the CDR URL Panel only. All other voting members will be of the rank O6 and above.
3. Active component representation. Each Panel of the Board should include a cross-section of members representing a variety of major active component Supported Commands, Major Claimants, and Reserve programs that are sourced by the specific Panel community or designator.
4. Geographic distribution. The membership of the Board must represent a broad geographic distribution based on the member's home address.
5. Membership exclusion. Board members may not apply for any assignment that will be considered by the Board.
6. Special Voting members. There will be no special voting members. All Board members will serve for the duration of the grading portion of the Panel to which they are assigned. The President of the Board may choose to excuse a portion of the Panel membership prior to billet slating in the interest of Board efficiency.
7. Board membership and Support personnel determination. The Panel Head(s) are voting members of the Board. COMNAVRESFORCOM (N00) and the Executive Steering Committee (ESC) will appoint the Panel Head(s). Under reference (d), the Judge Advocate General, acting through the Assistant Deputy Judge Advocate General, approves all Member assignments to the JAG Panel. Recorders, Assistant Recorders, and Support personnel are Non-Voting members of the Board. The convening authority will appoint the Recorders and Assistant Recorders.

Enclosure (1)

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8. Confidentiality. Board membership is confidential. Officers who submit a package for Board membership will not divulge their package submission. COMNAVRESFORCOM will communicate official selection notification directly to the member. Members will not discuss their assignment with anyone before the actual convening of the Board. The convening authority may officially release a list of Board membership after oaths have been administered on the day the Board convenes.

9. Conflict of Interest. Per reference (b), section 504b, ensure that no member is assigned, if they have indicated on their membership application that they have past or present business relationship (e.g., employer/employee, professional/client, vendor/customer) or any family or marital relationship with any Officer under consideration for assignment.

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SECTION VI

APPENDIX A

EXHIBIT 1

TIMELINES (PLAN OF ACTION AND MILESTONES)

<u>CY 2007</u>	<u>Description of Action/Tasker</u>
8 January	COMNAVRESFORCOM shall post APPLY program on-line. Echelons IV, V, and VI shall start billet verification. OSOs/Echelon IVs shall review/update comments. COMNAVRESFORCOM (N12) posts APPLY program on the web for Officer registration at: http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm . COMNAVRESFORCOM (N12) begins accepting Board Membership and Board Support applications via web at http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm .
1 March	Operational Support Officers (OSO) shall begin updating billet comments.
31 March	Deadline for submission of Board membership and Board support application packages to COMNAVRESFORCOM (N12) http://navyreserve.navy.mil/Public/Staff/WelcomeAboard/default.htm .
31 March	Deadline for Echelon IVs/Vs to ensure APPLY orders and PRDs are executed and correctly entered in the IDT Orderwriter and NSIPS.
11 April	Executive Steering Committee (ESC) proposes Membership. COMNAVRESFORCOM (N00) appoints/notifies APPLY Board Flag Officers and Board members. OSO's will submit RFAS changes and verify command type "K" or "O" as last digit of the RBSC. Deadline for COMNAVRESFORCOM (N12) to notify Board Members and Support staff personnel of selection via e-mail.
1 May-14 June	COMNAVRESFORCOM will advertise billet vacancies for review only.
18 May	Deadline to submit Billet assignment/PRD extension requests to COMNAVRESFORCOM (N12).

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<u>CY 2007</u>	<u>Description of Action/Tasker</u>
18 May	All Echelon IV, V, VI deadline for completing assignment/PRD review.
31 May	Deadline for all Supported Command "Comments" input. COMNAVRESFORCOM (N12) will review and remove all inappropriate and outdated comments.
15 June-31 July	COMNAVRESFORCOM (N12) will freeze the billet file to stabilize billets from being deleted or created while final applicants are creating their dreamsheets.
29 June	Deadline to submit PRD corrections to COMNAVRESFORCOM (N12).
31 July	Final day for application and dreamsheets updates. On-line APPLY registration closed at 2400 (CST). Delivery deadline for all Reserve Officer APPLY applicants to submit supplemental package to the President of the APPLY Board. If mailed or delivered, must be received by NAVPERSCOM Customer Service Center (PERS-00R) personnel by 1900 (CST), 1 August 2007. The hours of customer service will be from 0700 to 1900 (CST).
13 August	FY08 APPLY Board begins. NEPLO, Intel, and METOC panels convene.
16 August	Chaplain panel convenes.
20 August	URL, NAVAIR, and Human Resource panels convene.
23 August	JAG panel convenes.
27 August	Supply and Medical panels convene.
31 August	FY08 APPLY Board adjourns.
15 September	Final day for APPLY billet selectees to accept or decline their Board selected billet assignment via the APPLY website.
12 October	ESC meeting target date. COMNAVRESFORCOM (N12) provides Helpdesk plans and APPLY upgrades to the Executive Steering Committee.
1 November	COMNAVRESFORCOM (N12) shall update APPLY orders and billet assignments/PRDs in the IDT Orderwriter. Echelon IVs/Vs shall update NSIPS.
1 November	COMNAVRESFORCOM (N12) publishes Post Board Unfilled Billets list via the APPLY website. No earlier than 1 November, but no later than 1 December.
1 December	Execute FY08 APPLY Board orders.

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SECTION VI

APPENDIX A

EXHIBIT 2

SUPPLEMENTAL INFORMATION LETTER
(SAMPLE)

date

From: Captain John Courageous, USN, 123-45-6789/1115
To: President, Fiscal Year 2007 National Command and Senior Officer
(O5/O6) Non-Command and Screening and Assignment Board, Board Number
391

Subj: SUPPLEMENTAL INFORMATION

Ref: (a) COMNAVRESFORCOMNOTE 5400 of (date)

Encl: (1) Fitness Reports (missing from OSR/PSR)
(2) Other Documentation as Required (Degree Certification, Navy
Officer Billet Code Approvals, Third Party Correspondence, etc.)

1. Per reference (a), enclosures (1) and (2) are submitted as supplemental information to my application for the billets advertised in APPLY.
2. I hereby certify that all the information submitted is, to the best of my knowledge, correct.
3. I understand that information received after 1 August 2007, 2400 (CST) will NOT be presented to the Board for consideration.

SIGNATURE OF MEMBER

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(SAMPLE)

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SECTION VI

APPENDIX A

EXHIBIT 3

BILLET ASSIGNMENT EXTENSION REQUEST

(SAMPLE)

(It is required that the request be placed on Command Letter Head)

5400

Ser/

date

From: Supported Command

To: Commander, Navy Reserve Forces Command,

Via: (1) NAVOPSPTCEN

(2) COMNAVRESREDCOM

Subj: ASSIGNMENT EXTENSION REQUEST IN CASE OF CAPT JOHN C. COURAGEOUS, USN,
123-45-6789/XXXX (SSN/DESIGNATOR)

Ref: (a) COMNAVRESFORCOMNOTE 5400 of (date)

Encl: (1) Current Orders

(2) Current Copy of RUAD

(3) Additional Endorsements as Necessary

1. Per reference (a), enclosures (1) and/through (2)/(3) are submitted as required:

(a) Member information:

Full Name, SSN, and Designator:

FY07, FY06 APPLY Board select status:

PRD of current assignment:

(b) Requested Billet details:

AUIC/AUIC Name:

RUIC/RUIC Name:

RBSC/Billet Title:

Billet Identification Number (BIN) (If known):

Navy Reserve Activity (NRA) where unit and billet are assigned:

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2. Supported Command Justification/Operational Support Officer's Point of Contact information (This is required):

(Justification should include compelling explanation of significant negative impact to Supported Command mission if the requested Officer is not extended in the requested billet.)

Authorized Signature

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APPENDIX A

EXHIBIT 4

PRECEPT
(SAMPLE)

From: Commander, Navy Reserve Forces Command
To: President, (FY08) National Command and Senior Officer
(Captain/Commander) Non-Command Screening and Assignment Board

Subj: PRECEPT CONVENING FISCAL YEAR (FY08) NATIONAL COMMAND, AND SENIOR
OFFICER (CAPTAIN/COMMANDER) NON-COMMAND SCREENING AND ASSIGNMENT BOARD

Ref: (a) BUPERSINST 1001.39E
(b) COMNAVRESFORINST 1001.5E
(c) COMNAVRESFORCOMNOTE 5400 of
(d) COMNAVRESFORINST 3000.1D
(e) JAGINST 1301.2B
(f) COMNAVRESFORINST 5354.7A

Encl: (1) Selection Board Guidance
(2) Draft Report of Proceedings

1. The screening and assignment Board (herein after referred to as "the Board"), consisting of you as President and the Officers listed in enclosure (1) of this letter, is ordered to convene at Navy Personnel Command, Millington, Tennessee at 0730, (date) per references (a) through (f). The Board shall proceed with guidance provided in enclosure (2).
2. The function of the Board is to recommend the Best-Qualified Officers for appointment to national command and senior Officer (Captain/Commander) Non-Command billets. The names, applications, Officer performance data, and the list of vacant billets will be furnished to you and the Board when it convenes.
3. The Board will carefully consider, without prejudice or partiality, the qualifications of each eligible Officer. The Board will consider each Officer in confidence factor order and recommend for assignment the Officers whom a majority of the members consider the Best-Qualified, giving due consideration to the needs of the Navy, the preference and qualifications of the Officer, billet requirements, gaining command provided information and the mission of the unit. If an Officer, who received a lower confidence factor, meets the billet qualifications better than an Officer who received a higher confidence factor, then the Officer who received the lower confidence factor will be detailed to that billet. The "Best-Qualified" standard will be applied uniformly to each eligible Officer, with priority consideration afforded those eligible Officers whose previous experience includes successful service in challenging leadership positions.
4. Supplemental guidance for your deliberations as well as the oath that will be administered to all Recorders, support personnel, and members of the Board is provided in enclosure (2) of this letter.

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FY07 NATIONAL COMMAND AND SENIOR OFFICER (O5/O6) NON-COMMAND SCREENING AND
ASSIGNMENT BOARD MEMBERSHIP

PRESIDENT

(Rank, Name, USN, Social Security Number (SSN)/Designator)

VICE-PRESIDENT

(Rank, Name, USN, SSN/Designator)

VOTING MEMBERS and PANEL TYPE

MEMBERS (LINE CAPTAIN, COMMANDER, MEDICAL, NEPLO, METOC, INTEL, JAG, SUPPLY,
CHAPLAIN, NAVAIR SYSTEMS)

(Rank/(Warfare designation), Name, USN, SSN/Designator)

ASSISTANT RECORDERS

(Rank, Name, USN or CIV, SSN/Designator)

BOARD SUPPORT

(Rank/(Warfare designation), Name, USN or CIV, SSN/Designator)

TECHNICAL SUPPORT

(Rank, Name, USN or CIV, SSN/Designator)

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(SAMPLE)

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SECTION VI

APPENDIX A

EXHIBIT 5

SAMPLE REPORT OF PROCEEDINGS
(SAMPLE)

From: President, Fiscal Year (FYXX) National Command, and Senior Officer
(Captain/Commander) Non-Command Screening and Assignment Board
To: Commander, Navy Reserve Forces Command
Subj: REPORT OF PROCEEDINGS OF THE FISCAL YEAR (FYXX) COMMAND AND SENIOR
OFFICER (CAPTAIN/COMMANDER) NON-COMMAND SCREENING AND ASSIGNMENT BOARD
((SPECIFIC COMMUNITY) PANEL)

Ref: (a) COMNAVRESFORCOMNOTE 5400 of (date)

Encl: (1) List of the Officers Recommended for Selection to Command and
Non-Command Billets and Specific Unit and Position for Which
Recommended
(2) Unfilled Billet List
(3) Copy of the Precept Letter, all Instructions, Information and
Guidance That Were Provided to the Board

1. Per reference (a), the Fiscal Year (FY08) National Command and Senior
Officer (Captain/Commander) Non-Command Screening and Assignment Board for
(Specific Community Panel) was held in Millington, Tennessee (date). The
results and findings of the Board are listed in enclosures (1) and (2).
Enclosure (3) provides copies of all information and guidance provided to the
Board.

2. Per reference (a), I also certify that:

a. To the best of my knowledge, the Board complied with all instructions
in the Precept, and, as appropriate, other letters of guidance or instruction
provided by Commander, Navy Reserve Forces Command;

b. I was not subject to or aware of any censure, reprimand, or
admonishment about the recommendations of the Board or the exercise of any
lawful function within the authorized discretion of the Board;

c. I was not subject to or aware of any attempt to coerce or influence
improperly any action in the formulation of the Board's recommendations;

d. I was not party to or aware of any attempt at unauthorized
communications;

e. to the best of my knowledge, the Board carefully considered the
records of each Officer whose name was furnished to the Board; and

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f. the Officers recommended for selection are, in the opinion of the majority of the members of the Board, fully qualified and best qualified to meet the needs of the Navy among those Officers whose names were furnished to the Board.

3. The Board adjourned at (time) on (date).

(Signature of the APPLY Board
President)

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Subj: REPORT OF PROCEEDINGS OF THE FISCAL YEAR (FYXX) COMMAND AND SENIOR
OFFICER (CAPTAIN/COMMANDER) NON-COMMAND SCREENING AND ASSIGNMENT BOARD
((SPECIFIC COMMUNITY) PANEL)

(Signature block for each member)	(Signature block for each member)
Rear Admiral	Captain
United States Navy	United States Navy
President/Member (if applicable)	Member

(Signature block for each member)	(Signature block for each member)
Captain	Commander
United States Navy	United States Navy
Member	Member

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SECTION VI

APPENDIX A

EXHIBIT 6

INTERIM FILL BILLET ASSIGNMENT REQUEST
(SAMPLE)

1301
Ser/
date

From: Supported Command
To: Commander, Navy Reserve Forces Command
Via: (1) NAVOPSPTCEN
(2) NAVRESREDCOM

Subj: INTERIM FILL ASSIGNMENT REQUEST IN CASE OF CAPT J.C. COURAGEOUS, USN,
123-45-6789/XXXX

Ref: (a) COMNAVRESFORCOMNOTE 5400 of (date)

Encl: (1) Current Orders
(2) Copy of RUAD
(3) Additional Endorsements as Necessary

1. Per reference (a) enclosures (1) and through (2)/(3) are submitted as support for the Officer listed in (a) below to be placed as an interim fill to the billet in (b) below:

(a) Member information:
Name, SSN, and Designator:
FY07, FY06 APPLY Board select status:
PRD of current assignment:

(b) Requested Billet details:
AUIC/AUIC Name:
RUIC/RUIC Name:
RBSC/Billet Title:
Billet Identification Number (BIN) (If known):
Navy Reserve Activity (NRA) where unit and billet are assigned:

2. Supported Command Justification/Operational Support Officer's Point of Contact information (this is required):

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(SAMPLE)

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(Justification should include details as to why the Interim Fill is required, compelling explanation of significant negative impact to Supported Command mission if the requested Officer is not granted a waiver, and specifically cite the qualifications of the Officer that are necessary to fill the billet.)

Authorized Signature